



May 31, 1977

**MEMORANDUM FOR Federal Metric Coordinators and Previous  
Metric Seminar Attendees**

From: Jeffrey V. Odom  
Metric Coordinator  
Office of Weights and Measures

Subject: Metric Training Seminar

A handwritten signature in black ink that reads "Jeffrey V. Odom".

Attached is a flyer for the next Metric Training Seminar to be held at the National Bureau of Standards in September. At least twenty-five persons must be enrolled to enable the class to be held. Dependent upon response, this may be the last seminar in this series. If you are aware of any persons in your agency that should have this type of training, please be sure they are properly informed.

Attachment

## SPECIAL ANNOUNCEMENT

### NATIONAL BUREAU OF STANDARDS METRIC TRAINING SEMINAR

The National Bureau of Standards' Office of Weights and Measures is sponsoring a series of metric training seminars for persons needing a working knowledge of the metric system and techniques for metric conversion in their jobs. These seminars feature a workshop, "hands on" approach, and have been enthusiastically received as an ideal way to get a working knowledge of metric.

The next seminar will be held at the National Bureau of Standards, Gaithersburg campus on September 14-16, 1977. The cost for the course will be \$100. A course outline is given below.

The course will be open to all Federal, State and local government employees, as well as persons from weights and measures related industries, on a space-available basis. Registrations are limited to 30 per session. Registrations for the next course should be received by August 29, 1977.

#### SEMINAR OUTLINE

First Day - (Starts at 11:00 a.m.)	Introduction and Purpose Status of Metrication The Basic Units and Prefixes Length and Area Workshop
Second Day - (Morning)	Volume, Capacity and Temperature Workshop Mass Workshop Derived Units I Workshop
Second Day - (Afternoon)	Derived Units II Workshop Practices and Style Workshop Metric Planning
Third Day - (Ends at 3:00 p.m.)	Resources in Metric Planning and Teaching Metric Solving Metric Transition Problems Responses to Requests for Metric Information

REGISTRATION FOR METRIC TRAINING SEMINAR

COST: \$100 PER PERSON

Please enroll me in the September 14-16, 1977 Metric Seminar.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title or Position: \_\_\_\_\_  
\_\_\_\_\_

Metric Experience or Responsibilities (present or future):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send to: Jeffrey V. Odom  
Metric Coordinator  
Office of Weights and Measures  
National Bureau of Standards  
Washington, D.C. 20234

Send by: August 29, 1977